

Twinsburg Public Library
Board of Trustees Meeting
June 19, 2024, 6:00pm



Present: President Mark Durbin, Walter Hoffmann, Sam Taylor, and Holly Toth

Absent: Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Mary Johnson

Also Present: Director Laura Leonard, Assistant Director Cari Dubiel, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins

Call to Order: President Mark Durbin called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Walter Hoffmann moved to approve the May 15, 2024, regular meeting minutes as amended. Holly Toth seconded the motion. The motion was approved.

Audience Participation: Kevin Kelly and Jimmy Cucuzza, IT Department, demonstrated and discussed the Little Green Button, a new communication tool installed in some public service areas that alerts staff through computers when patrons or other staff members need assistance.

President's Report: President Durbin enjoyed volunteering for the Summer Reading Club Kickoff event.

Fiscal Officer Kile Byington Reported:

- PLF for May below estimates. June was at the estimated level of revenue About 3% below expectations for 2024 so far.
- The first draft and final draft of the auditor's report was provided to the Board of Trustees.
- The 2025 tax budget was submitted to the school board for approval at their June meeting. It will now be submitted to the County Treasurer.
- A benefits survey was sent to staff to gather data on staff access to healthcare and leave. Still waiting to collect all responses. Also working on a wellness and work culture survey. Hope to have it sent to staff by the end of July.
- The staff picnic will be Sunday, August 4, 2024, 12:00 – 3:00 pm at the Library. Please RSVP.
- Great job to Laura, Kaitlin Walker, Outreach, and other staff that have been working on the summer meals program.
- Special thanks to Jimmy Cucuzza for taking the time to fix the coin-op machines.

May 2024 Fund Balances

General Fund	1,630,213.74
Friends Fund	20,273.21
Building and Repair Fund	692,554.48
Technology Fund	63,713.47
Total All Funds	<u>2,406,754.90</u>

Sam Taylor moved to approve the May 2024 Financial Report. Walter Hoffmann seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Durbin, Mr. Hoffmann, Dr. Taylor, Mrs. Toth

No: None

Absent: Mr. Cellura, Dr. Hawthorne-Clay, Mrs. Johnson

Director, Laura Leonard Reported:

- Dr. John Humphries from the Kent State Architectural School is doing some space planning in the Children’s office, pro bono. He will help to maximize the use of the available space for staff and storage.
- In order to enforce the no smoking policy on Library property, we have removed the ashtray and added signs by the doors thanking people for not smoking and littering.
- Christian Schuller began working as Mike Dixon’s maintenance assistance through the Jobs for Ohio Graduates program. He is paid through the county program which helps students find work while teaching basic job skills.
- Working with Katilin Walker on the summer meals program. We have adjusted some of the times we deliver the meals. The Children Hunger Alliance donates the food that is delivered to the Library. Volunteers then come to help sort and pack the bags for us to hand out. All meals are shelf stable.
- Working with Michael Dober to schedule a program in civil discourse. Braver Angels works to bridge the gap between partisan divide. We hope to have this program before the election.
- The Bookmobile will be part of the July 4th parade.
- The Library will have a delayed opening at 12:00 pm on Saturday, August 3rd due to the Twins Days parade. Staff members have volunteered to come in earlier to open the bathrooms and provide water for the public. The Bookmobile will also be part of the parade and will be parked at the VFW after to help hand out information.
- The Summit County Legislative Breakfast is Tuesday, August 20, 2024. More details to follow.

Assistant Director, Cari Dubiel Reported:

- Presented and discussed Summer Reading Club statistics.
- Shared notes from the NEO-RLS Director’s Retreat.

Committee Reports:

Building and Grounds: No Report

Personnel: No Report

Finance: No Report

Friends of the Library: Next meeting, June 26, 2024 at 5:30 pm.

Library Foundation: Laura Leonard reported: The Foundation is having a fundraiser at Handel’s ice cream shop on July 16th, from 3:00 – 9:00 pm. You must bring in a printed physical copy of the flyer. The Foundation will receive 20% of each total sale with a flyer.

Unfinished Business: Next Records Commission meeting will be Wednesday, July 17, 2024, at 5:30 pm.

New Business: None

CONSENT AGENDA:

A consent agenda of three resolutions was presented to the Board:

- 2024-16 Approve \$1,500 to be used for food for the staff picnic.
- 2024-17 Accept a donation of \$500 from the SS. Cosmas & Damian's Women's Group to be used for the free summer meals program.
- 2024-18 Approve disposal of assets as presented.

Sam Taylor moved, Holly Toth seconded. A roll call vote was taken and passed:

Yes: Mr. Durbin, Mr. Hoffmann, Dr. Taylor, Mrs. Toth

No: None

Absent: Mr. Cellura, Dr. Hawthorne-Clay, Mrs. Johnson

Holly Toth moved to adjourn at 6:59 p.m. Sam Taylor seconded. The motion was approved.

President

Secretary

The next meeting is scheduled for Wednesday July 17, 2024, at 6:00 p.m.
in the Bissell Local History Room.